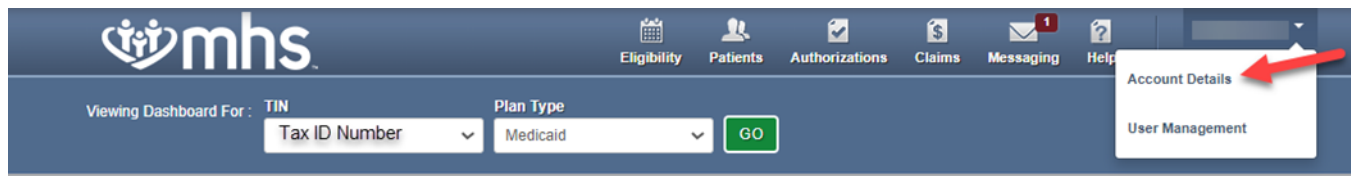


## Update Portal Account Details

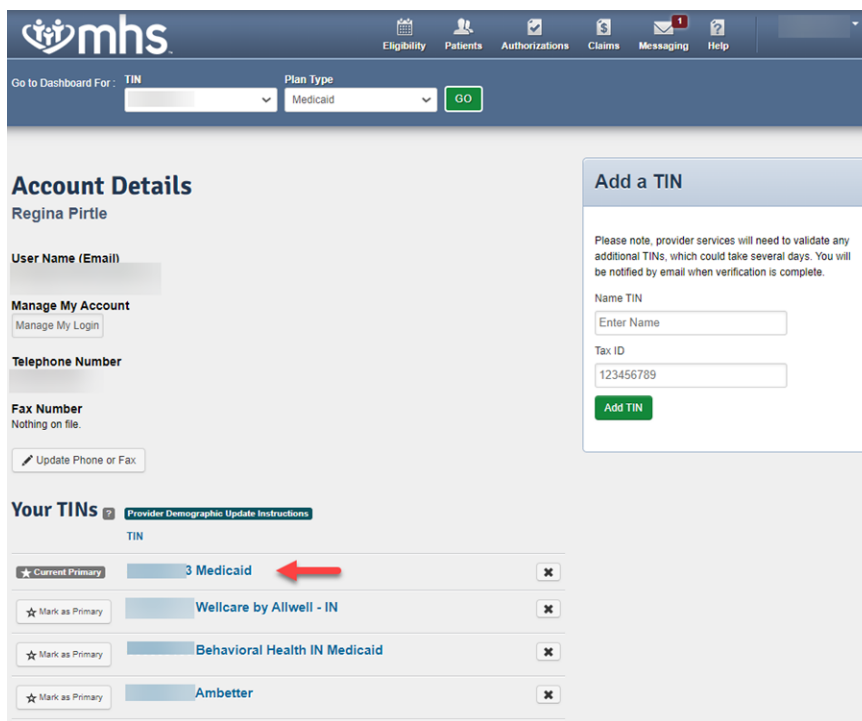
To make updates to your account:

1. Log in to the secure portal.

Select the **drop-down arrow** next to User Name in the upper right corner, and click **Account Details**.



2. To update Account Details, click **Update Account**. Access to update the details on the account, and security information.
3. Under **Your TINs** you will see Current Primary TIN for the account and can select another Plan TIN to **Mark As Primary** or **Remove** an existing TIN.

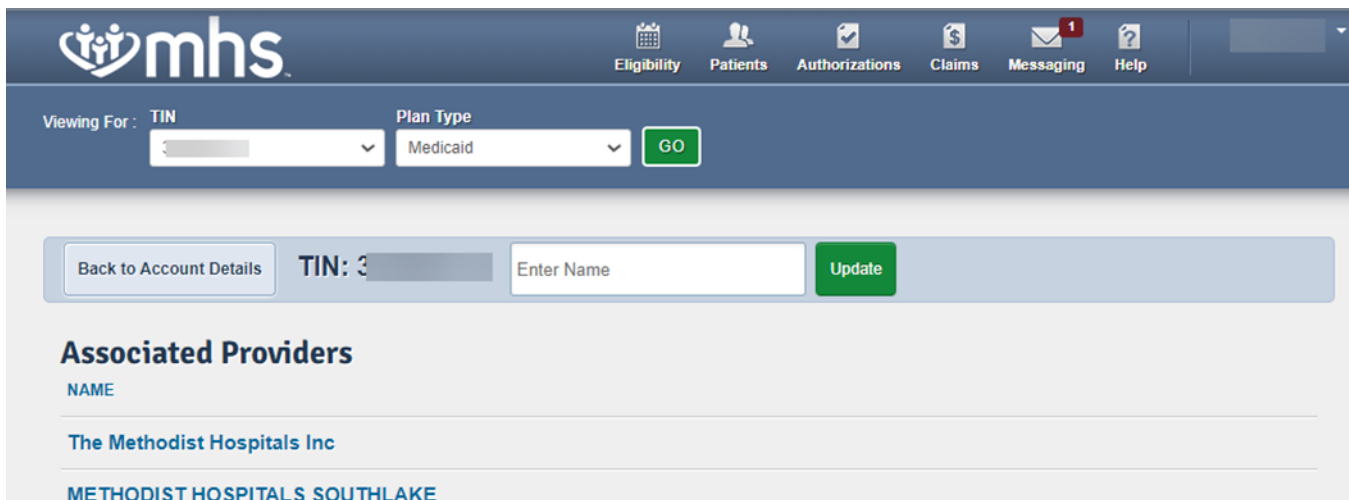


To modify information for a specific Plan TIN, click the individual **TIN** to update.

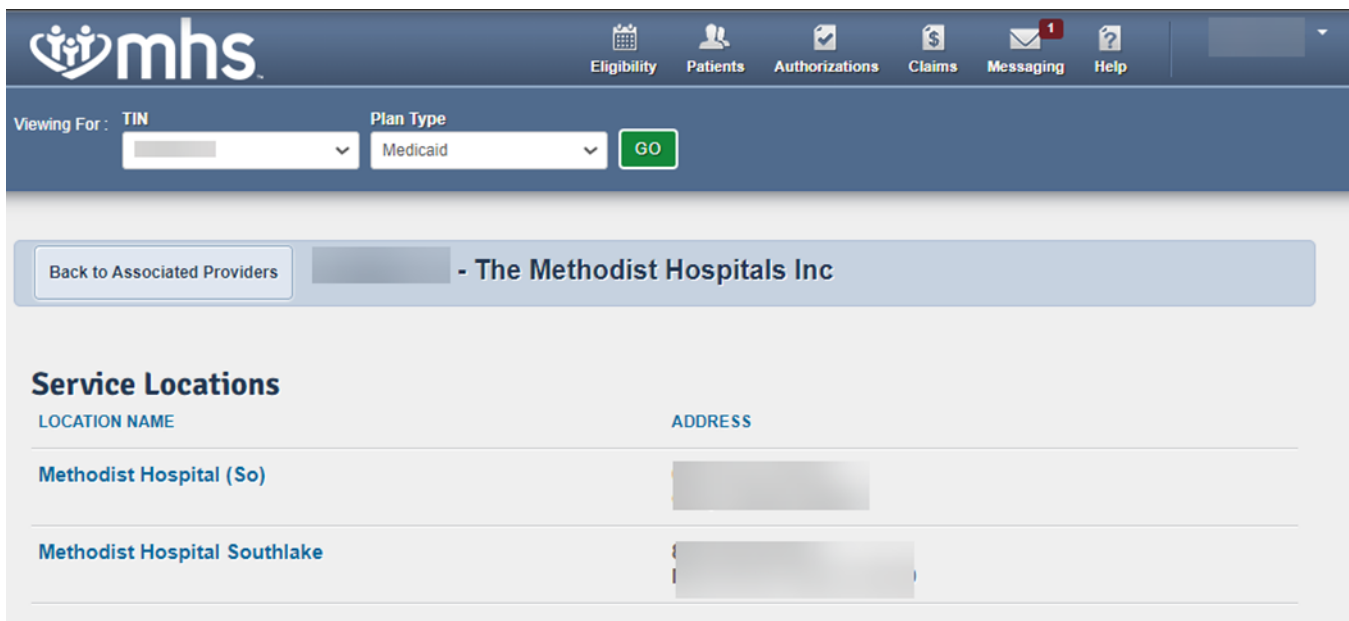
4. Under each TIN, a list of associated providers will appear.

To update information about one of the Associated Providers, click the **blue** name.


A list of possible Service Locations will then appear.






5. Click on the **Service Locations** to make additional updates.



6. Click **Edit Location** to update the location information. This information will update the Find a Provider tool. Only one update within a transaction set is allowed per day.



 Eligibility
  Patients
  Authorizations
  Claims
  Messaging
  Help

Viewing For : TIN
 
 Plan Type
  Medicaid

### Methodist Hospital (So)

**General Information**

Telephone: (  )

Accessible to people with disabilities: Y

**Office Hours**

SUNDAY	9:00AM - 6:00PM
MONDAY	8:00AM - 6:00PM
TUESDAY	8:00AM - 5:00PM
WEDNESDAY	8:00AM - 5:00PM
THURSDAY	9:00AM - 5:00PM
FRIDAY	9:00AM - 5:00PM
SATURDAY	9:00AM - 6:00PM

### Associated Practitioners

PRACTITIONER NAME	GENDER
<input type="text"/>	M